



Natural Resources Conservation Service  
P.O. Box 2890  
Washington, D.C. 20013

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September 17, 2010

GENERAL MANUAL (GM)  
360 - PER  
Circular No. 8, Part 420

SUBJECT: PER – All Terrain Vehicle and Utility Terrain Vehicle Usage

Purpose. This circular provides immediate guidance on the use of All Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV) usage.

Effective Date. This circular is effective upon receipt.

Background. An NRCS employee was killed in the line of duty while riding an ATV without a helmet.

Policy. The NRCS National Safety Office is issuing the following guidance regarding ATV/UTV usage for official duties by NRCS employees and volunteers:

- A. Each NRCS State Office will pay all cost for purchasing approved helmets, protective safety eye wear and gloves.
  - (1) An ATV/UTV will not be utilized by an NRCS employee or volunteer unless the rider is wearing an appropriate helmet. A proper fitting full or three-quarter face motorcycle helmet with chin strap shall meet requirements of the Department of Transportation (DOT), ANSI Z90.1 standard, or Snell Memorial Foundation (SMF) standards. Helmets must be replaced as recommended by their manufacturer or sooner if a helmet is involved in an impact-related accident or shows significant wear or damage.
  - (2) Protective Safety Eye Wear
    - ATV – Safety glasses, goggles, or sunglasses that meet the ANSI Z87.1 standard as determined by the JHA based on the work environment (for example brushy environment may warrant goggles as opposed to glasses).

- UTV - Safety glasses, goggles, or sunglasses that meet the ANSI Z87.1 standard as has determined by the JHA/RA based on the work environment. Eye protection is not required for UT UTVs with original equipment manufacturer (OEM) brush or roll cages having OEM windshields that UTVs that protect the face from branches, flying debris, and so forth, unless otherwise required by an associated industrial use activity.
- (3) Off road style gloves should be used to help protect the hands from getting sore, tired, or cold as well as offer protection in the event of a spill.
- B. Employees are encouraged to purchase (at their own expense) and wear the following additional PPE:
- (1) Long pants and long-sleeved shirt, jersey or jacket.
  - (2) Footwear that complies with agency field footwear requirements.
  - (3) Additional rider protection gear, such as rider pants or knee/shin/elbow guards, or law enforcement protective wear such as a kidney belt or chest protector, as deemed necessary.
- C. When carrying equipment, equalize the load to maintain balance, stability and center of gravity. Never exceed the manufacturer's maximum carrying capacity of either axle or cargo rack as specified in the ATV/UTV owner's manual. Follow manufacturer loading instructions. No installation of commercially available "add-ons," will be made to the ATV/UTV unless approved and installed by an authorized dealer. All ATVs/UTVs that have after-market, welded equipment racks will cease using those racks immediately until the ATV/UTV has been inspected and it has been determined that its use does not impose hazards or trap the employee in the event the employee has to bail off the side of the ATV/UTV for their safety.
- D. No one will be allowed to use an ATV/UTV unless they have received ATV Safety Institute approved training.
- E. The above restrictions will be in effect immediately. There will be a "zero tolerance" policy on non-compliance. Failure to comply will result in disciplinary actions. This policy will remain in effect until the release of the National ATV/UTV Safety Policy.

Contact. Questions regarding this national circular may be directed to Angela Stowes, NRCS National Safety Officer, at (202) 690-8036.

/s/

DAVE WHITE  
Chief